



**Arts and Culture Commission
of Contra Costa County**

SUPPORTING ALL THE ARTS

Arts and Culture Commission of Contra Costa County 1025 Escobar Street, 4th Floor, Martinez, CA 94553
(510) 255-1582 staff@ac5.cccounty.us www.ac5.org

Monday January 4, 2021 MEETING AGENDA
5:30-7:30PM (US and Canada) ZOOM Invitation

Committee Chair: District 1: Silvia Ledezma

Vice-Chair: At-Large-3: Joan D'Onofrio

Senior Commissioner: OPEN

Commissioners:

District 2: Beverly Kumar

District 3: OPEN

District 4: Elizabeth Wood

District 5: Tess Snook O'Riva

At-Large-1: Y'Anad Burrell

At-Large-2: Ben Miyaji

At-Large-4: Lanita Mims

***Alternate:** Pearl Parmelee Cabrera

**Alternates assist with the achievement of quorum. The alternate may sit and vote for any absent member or a vacant seat.*

Contra Costa County Arts & Culture Commission Managing Director: Jenny Balisle

Senior Deputy County Administrator, County Administrative Office: Dennis Bozanich

Access to Agenda and Minutes: <https://www.contracosta.ca.gov/AgendaCenter>

Arts and Culture Commission of Contra Costa County Mission:

The mission of this Commission is to advise the Board of Supervisors in matters and issues relevant to Arts and Culture; to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government and to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE
CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the COVID-19 pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

To stay informed about the latest news on COVID-19, visit Contra Costa Health Services:

<https://www.coronavirus.cchealth.org/>

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Arts and Culture Commission of Contra Costa County will be by teleconference only. Public comment will be on items appearing on the agenda and will follow below instructions. Consistent with Executive Order N-29-20, the meeting is video/teleconferencing only.

**We cannot guarantee that its network and/or the site will be uninterrupted.*

How to observe and/or participate in the meeting from home:

Topic: Arts and Culture Commission Meeting

Time: Jan 4, 2021 05:30 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

<https://cccounty-us.zoom.us/j/84763754406?pwd=cG9XQyt6T1kyaURldXp6dDJTbVJudz09>

Password: 843014

Or Telephone Dial:

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 2966800

Find local AT&T Numbers:

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2147650478&accessCode=2966800>

Public comments may be submitted:

1. Via email to staff@ac5.cccounty.us
2. Public comments will be accommodated as reasonably as possible and be limited to a maximum of two minutes, depending on the number of commenters.
3. Email must contain in the subject line **Public Comments – Item #**. All comments must be submitted before or during the meeting and must include the following:
 - a) Your Name
 - b) Your Phone Number
 - c) The item # for which you wish to make a Public Comment.

All votes taken during a teleconference will be by roll call.

Accessibility for Individuals with Disabilities: The Arts and Culture Commission of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to attend Committee meetings. Contact the number listed above at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Commission less than 96 hours prior to that meeting are available for public inspection at the Clerk of the Board Office during normal business hours at 1025 Escobar Street, 1st Floor, Martinez, CA 94553. Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time.

Commissioner Best Practices:

1. Before 5:30pm, a quorum of 5 Representatives is needed to meet.
2. Call on time and set alarm reminder five minutes before meeting start.
3. Review documents ahead and be ready to participate.
4. Be in a quiet location and limit background noise.
5. Speak one at a time, slowly and clearly.
6. Mute/Unmute your phone accordingly throughout your participation.
7. When logging on, state your name first. This helps identify who is calling to add as a participant.
8. During the conference call, avoid multi-tasking to avoid being distracted.
9. No side or private Zoom conversations between commissioners.
10. The Chair can re-assign who leads a discussion for any agenda item.
11. A commissioner will serve as a **Timekeeper** to assist Chair during discussions.
12. Managing Director takes meeting notes and advises on Brown Act and Better Government Ordinance.
13. Chair asks for questions after presentations. Introduce yourself and briefly state comment or question.
14. If a commissioner wants to speak on an item, raise your hand (Zoom icon) or put name in chat. Timekeeper will assist Chair to follow that order.
15. Before approving agenda items, Chair will ask to hear your vote by requesting a "Yes," "No" or "Abstain."
16. The Managing Director listens to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
17. Do not leave call or put phone on hold. If called, and no response is heard, you'll be considered "absent."
18. Voting on action items: Chair announces proposed decision.

Contra Costa County Advisory Body Handbook:

<https://www.contracosta.ca.gov/DocumentCenter/View/29076/Advisory-Body-Handbook-2020?bidId>

Contra Costa Television Brown Act Training: <https://youtu.be/Lna7ch-TyIA>

Monday January 4, 2021 MEETING AGENDA 5:30-7:30PM (US and Canada) ZOOM Invitation

1. WELCOME/CALL TO ORDER/ROLL CALL/TIMEKEEPER: (3 minutes)

Meeting called to order and roll call by Chair Ledezma. Commissioner volunteers to be Timekeeper. Welcome new Commissioner At-Large-2 Ben Miyaji!

2. PUBLIC COMMENT: (2 minutes)

Individuals who would like to address the Arts and Culture Commission of Contra Costa County on relevant matters not listed on the agenda may do so under Public Comment. Public comments cannot result in discussion/action at this meeting.

3. ACTION ITEM: APPROVE NOVEMBER 2, 2020: (3 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle.

Action: Approve November 2, 2020 Minutes

Documents: November 2, 2020 Minutes

4. ACTION ITEM: EXECUTIVE COMMITTEE: (3 minutes)

Chair Ledezma leads discussion.

Action: Commissioners elect a Senior Commissioner.

Documents: Commission By-Laws

5. BROWN ACT UPDATE: (5 minutes)

Senior Deputy County Administrator Dennis Bozanich leads discussion.

Documents: 2020 Brown Act Update

6. DISTRICT 3 COMMISSIONER VACANCY (3 minutes)

Discussion led by Managing Director Jenny Balisle and shares update on District 3 Vacancy. Share Orientation Manual and documents in Google Drive. **At-Large Seats & Alternate Seat process:** Individuals are interviewed and nominated by the Arts & Culture Commission. After Commission makes recommendation, item goes to Family and Human Services Committee along with all applications that were received/reviewed by the Commission. This committee then nominates an applicant and item goes to the full Board of Supervisors for approval. **District Specific Seats:** Are recommended by the applicable District Supervisor and then approved by the Board of Supervisors.

Documents: Commissioner Orientation Manual

7. COMMITTEES and COMMISSIONERS (5 minutes)

Discussion led by Managing Director Jenny Balisle with Chair Ledezma. Identify existing committees (by-laws and signature programs) and Commissioners who serve.

Documents: Commission By-Laws and Commission Committees and Commissioner Orientation Manual

8. ANNUAL REPORT (4 minutes)

Managing Director Jenny Balisle leads discussion with Chair Ledezma.

Documents: 2020 Annual Report

9. LACOG (CARES ACT GRANT) and CAC GRANTS (7 minutes)

Discussion led by Managing Director Jenny Balisle. Discussion includes delayed process, commissioner pairing, outreach strategy, Zoom Town Hall, and Final Report guidelines. Share new CAC grants.

Documents: LACOG Town Hall Format, Grantee & Commissioner Pairing, and CAC Grant Recommendations

10. ACTION ITEM: YOUTH ADVISOR (8 minutes)

Managing Director Jenny Balisle leads discussion with Commissioner Burrell and Commissioner Kumar. In November, commissioners voted that 2 Youth Advisors: one appointed (through commissioner recommendations then vote) and the other open-call process be incorporated into by-laws. This is similar to At-Large and District Commissioner appointing process. Discuss update, draft guidelines, and selection.

Action: Confirm plan, edits, and timeline to finalize Youth Advisor.

Documents: 12-2-2020 AC5 By-Laws

11. ACTION ITEM: FRIENDS OF AC5 AND FUNDING (10 minutes)

Discussion led by Managing Director Jenny Balisle with Chair Ledezma and Commissioner Wood.

Confirm Friends of AC5 status (members). If functioning, identify communication process (who to contact) and how to make requests. If dissolved, discuss program partnerships and fundraising ideas.

Action: Friends of AC5 to provide status for February meeting.

Documents: None

12. VIA GRANT UPDATE: (6 minutes)

Commissioner D'Onofrio leads discussion with Managing Director Jenny Balisle including workshop participant status, program highlights, and funding.

Documents: ABOUTFACE flyer

13. POETRY OUT LOUD: (5 minutes)

Managing Director Jenny Balisle provides update including upcoming deadlines, events, and bios.

Documents: POL Information and Timeline

14. ACTION ITEM: ARTS RECOGNITION AWARDS: (8 minutes)

Commissioner Wood leads discussion highlighting new categories for discussion.

Action: Confirm new categories.

Documents: None

15. ARTS CAFES UPDATE: (10 minutes)

Commissioner Burrell provides update with Managing Director Jenny Balisle on Virtual Art Cafes. Carolyn Considine to discuss latest project, collaboration, and outreach.

Documents: None

16. ART PASSAGES: (5 minutes)

Chair Ledezma leads discussion with Managing Director Jenny Balisle. Share future exhibition concepts.

Documents: Art Passages Exhibitions and Ideas

17. CULTURE PLANNING COMMITTEE REPORT: (5 minutes)

Chair Ledezma leads discussion with Commissioner Burrell and Managing Director Jenny Balisle. Senior Deputy County Administrator requests *Mission Goals, Principle, & Work Plan* draft completion 1st quarter. Check subcommittee status to complete task.

Documents: CP Mission, Goals, Principles, & Work Plan

18. COMMISSIONER REPORTS: (8 minutes)

Chair Ledezma leads discussion. Commissioners provide (written or oral) reports on community events and outreach by sending monthly reports.

Documents: Submit to Managing Director to be included in January Minutes

19. COMMISSION 2021 TOP GOALS (10 minutes)

Commissioner Kumar leads discussion with Chair Ledezma Managing Director Jenny Balisle. Create a Google doc. Managing Director's shares annual budget recommendation and CAC RES (grant app. requirement).

Documents: Draft Arts Commission RES & Work Plan

20. MANAGING DIRECTOR REPORT: (3 minutes)

Discussion led by Managing Director Jenny Balisle.

Documents: Balisle MD Report January 2021

21. NEXT MEETING AGENDA ITEM REQUESTS (2 minutes)

Chair Ledezma leads discussion.

Documents: None

22. FOLLOW-UP ITEMS (3 minutes)

Managing Director leads discussion and confirms follow-up tasks and commissioner tasks.

Documents: None

23. ANNOUNCEMENTS (2 minutes)

Commissioners share District art announcements, opportunities, or events.

Documents: None

24. ADJOURN:

Chair Ledezma calls time when meeting is adjourned.

NEXT MEETING: Monday February 1, 2021